



DEPARTMENT OF THE NAVY
NAVY PERSONNEL COMMAND
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1640
Ser 84/080
14 May 02

From: Commander, Navy Personnel Command (PERS-84)
To: Commanding Officer, Naval Consolidated Brig Miramar
Commanding Officer, Naval Consolidated Brig Charleston

Subj: POLICY ON THE PREPAID TELEPHONE CALLING CARD PROGRAM AT
NAVAL CONSOLIDATED BRIGS (NAVCONBRIG)

Ref: (a) BUPERSINST 1710.11C
(b) PERS-652 Memo for PERS-84 1710 PERS-652 of 15 Jul 99

1. Purpose. This letter provides policy guidelines intended to standardize the prepaid telephone calling card program at NAVCONBRIGs. As used in this letter the term "prisoner" denotes both pretrial and post-trial personnel, regardless of service branch.

2. Background

a. The Navy Exchange Service Command negotiates the Government contract for telephones installed on naval installations and MWR receives proceeds derived from telephone use. A portion of these proceeds is distributed to commands in support of command MWR activities, including NAVCONBRIGs.

b. Providing prisoners with prepaid calling cards through nonappropriated funds is an activity appropriate in support of prisoner Morale, Welfare, Recreation (MWR) purposes consistent with the provisions of reference (a) and (b). It also returns some of the telephone costs to the prisoner's designated family or friends.

3. Policy

a. During Confinement. A prepaid telephone calling card shall be made available, at least quarterly, for prisoners confined at NAVCONBRIGs at least 31 consecutive days

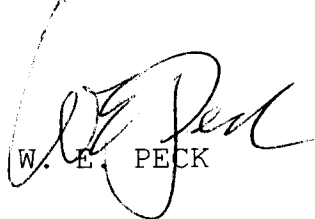
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of the quarter. Each card shall have a value of at least one hour of calling minutes per each month of the quarter. When issued, the card shall be immediately sealed in front of the prisoner, in an addressed and stamped envelope provided by the prisoner, then delivered directly to the mail room. Local procedures will ensure cards are not out of visual control of staff during these procedures. The card recipient may be any person with whom the prisoner is authorized to correspond.

b. Upon release. Prisoner's confined for half or more of the month in which they are released will be issued a calling card for that month and for each month they were confined during the quarter for which a card was not issued. The value of the card will be at least one hour of calling minutes per month to include the month of release.

b. Records. Records of telephone card issue for each fiscal year will be maintained for a period of 2 years and then destroyed. Records will document the prisoner's name (initialed by prisoner when issued), date and value of the card.

4. My point of contact is Mr. Tim Purcell, DSN 882-4452 or (901) 874-4452.


W. E. PECK

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